Importing Part C from a file

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The N-MFP2 software contains a set of functions to import data from an external file into a Form N-MFP2 submission. Most frequently, these tools will be used to import data into Part C of the N-MFP2 submission. However, depending on the source of the data, you may be able to import other information and form data.

The following file formats can be imported into the information table:

CSV (comma-separated values file)

CSV is a simple, common format for moving tabular data from one place to another. Most spreadsheet and database software has the ability to export or save as CSV, making it an ideal format for importing information table data into your filing. CSV can be imported into three places in your submission: *Part A Series-Level Information*, *Part B Class-Level Information* and *Part C Schedule of Portfolio Securities*. This article covers how to import data into Part C.

When importing from CSV, your data does not require a heading row. The Import function will import information based on the order of the columns if no heading row is present. Please note that, if you are importing a data file through the N-MFP2 Form Assistant, you will be warned if no heading row exists in your data.

If you want to always be certain that your CSV data will import with the data into the correct fields in your submission, then you should add a heading row to the CSV file. This can be done using a spreadsheet editor like Excel or even by opening the CSV file in a text editor and manually adding a heading row. Different heading keywords will be used to identify each column. Additional words can be used in the heading for your own organizational purposes. That data will be ignored on import, provided it does not contain other keywords.

For N-MFP2, the heading keywords are simple. Almost every item on the form is numbered, meaning you can simply use the item number for your heading row. The import is not case-sensitive, so headings may be written as "C.1" or "c.1".

The keywords for Part C are as follows:

Information Table Column	Associated Keyword(s)
Item C.1. The name of the issuer	C.1
Item C.2. The title of the issue	C.2
Item C.3. CUSIP	C.3
Item C.4. The LEI	C.4
Item C.5.a. ISIN	C.5.a
Item C.5.b. CIK	C.5.b
Item C.5.c. Other	C.5.c
Item C.6. Category of Investment	C.6

If Other Instrument, include a brief description	Investment Category Description
Item C.7.	C.7
Item C.8.a.	C.8.a
Item C.8.b. The name of the collateral issuer	C.8.b
Item C.8.c. LEI	C.8.c
Item C.8.d. Maturity date[3]	C.8.d [See notes]
Item C.8.d. Maturity date[4]	C.8.d [See notes]
Item C.8.e. Coupon or yield	C.8.e
Item C.8.f. Principal amount, to the nearest cent	C.8.f
Item C.8.g. Value of collateral, to the nearest cent	C.8.g
Item C.8.h. Category of investments	C.8.h
Item C.8.h. If Other Instrument, include a brief description	Repurchase Agreement Category Description Agreement Category Description Repurchase Category Description
Item C.9. Is the security an Eligible Security?	C.9
Item C.10. Name of NRSRO	C.10
Item C.10.a. Credit Rating	C.10.a
Item C.11. The maturity date as determined under rule 2a-7	C.11
Item C.12. The maturity date determined without reference to the exceptions in rule 2a-7(i) regarding interest rate readjustments	C.12
Item C.13. The maturity date determined without reference to the maturity shortening provisions of rule 2a-7(i)	C.13
Item C.14. Does the security have a Demand Feature?	C.14
Item C.14.a. Identity of the Demand Feature Issuer	C.14.a
Item C.14.b. The amount of fractional support provided by each Demand Feature Issuer	C.14.b
Item C.14.c. The period	

remaining until the principal amount of the security may be recovered through the Demand Feature	C.14.c
Item C.14.d. Is the Demand Feature conditional?	C.14.d
Item C.14.e. NRSRO(s) for the Demand Feature or provider of the Demand Feature	C.14.e
Item C.14.f. Credit rating	C.14.f
Item C.15. Does the security have a Guarantee?	C.15
Item C.15.a. Identity of the Guarantor	C.15.a
Item C.15.b. NRSRO(s) for the Guarantee or Guarantor	C.15.b
Item C.14.c. Credit rating	C.14.c
Item C.15.d. The amount of fractional support provided by each Guarantor	C.15.d
Item C.16. Does the security have any enhancements, other than those identified in Items C.14 and C.15?	C.16
Item C.16.a. Identity of the enhancement provider	C.16.a
Item C.16.b. Type of enhancement	C.16.b
Item C.16.c. NRSRO(s) for the enhancement or enhancement provider	C.16.c
Item C.16.d. Credit rating	C.16.d
Item C.16.e. The amount of fractional support provided by each enhancement provider	C.16.e
Item C.17. The yield of the security as of the reporting date	C.17
Item C.18.a. The total Value of the fund's position in the security, to the nearest cent, including the value of any sponsor support	C.18.a
Item C.18.b. The total Value of the fund's position in the security, to the nearest cent, excluding the value of any sponsor support	C.18.b
Item C.19. The percentage of the money market fund's	

net assets invested in the security, to the nearest hundredth of a percent	C.19
Item C.20. Is the security categorized at level 3 in the fair value hierarchy under U.S. Generally Accepted Accounting Principles (ASC 820, Fair Value Measurement)?	C.20
Item C.21. Is the security a Daily Liquid Asset?	C.21
Item C.22. Is the security a Weekly Liquid Asset?	C.22
Item C.23. Is the security an Illiquid Security?	C.23
Item C.24. Explanatory notes	C.24

Notes: The Maturity Date column is composed of two fields in the N-MFP2 form template for editing the submission inside the software. However, this column is one field and can be imported as one column in your CSV. For maturity dates that are not a range, simply enter the maturity date into your C.8.d. column. For maturity dates that are a range, enter the date range as two separate dates separated by a hyphen (-) character. There must be a single whitespace character on both sides of the hyphen.

Once you have a CSV file prepared for import:

1. Navigate to the information table by clicking on *Part C Schedule of Portfolio Securities* in the left navigation of your submission.

2. Click **File > Import > Import CSV From File**.

3. Select the CSV file in the dialog that appears and press Open.

4. The Information View will appear with a log of the import process. All entries in the selected CSV file will be appended to the end of the securities table in your submission.

The N-MFP2 Form Assistant will use CSV as the data file when creating a new N-MFP2 submission. If you want to use a data file, you can structure your CSV file as described above.

> **Helpful Hints:**
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> - When importing a CSV file without a heading row, make certain that your data is in the same order as in Part C of the form. You can use an application like Microsoft Excel to re-order the columns in a CSV file. It's important to note that Item C.15 and Item C.16 have sub-items that are not in alphabetical order. Your CSV file must have the items ordered exactly as they appear in the software.
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> - If editing CSV in text, remember that each column heading should be separated only by a comma and the heading row must appear on its own line. A heading row in CSV might look something like this: "C.1,C.2,C.3,C.4".
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> - The Import CSV feature imports nested rows. If you have repeated items

for a security (for example, more than one demand feature), leave all of the columns blank in the row inside your CSV except for the nested list data. Also make sure the security to which the nested list data applies is the security before the entry containing the nested list data. Multiple nested items may be placed on the same row as along as no other data is present and they apply to the same security.

- Download a zip file containing an import template for Part C and sample files.